PARTICIPANT INFORMATION SHEET
PROPEL PROGRAM 360 DEGREE FEEDBACK RESPONDENTS

PROJECT TITLE
Succession Planning at Universities: Program for Preparing Early Leaders (PROPEL)

PURPOSE OF THE PROJECT
The purpose of this project is to design, pilot and evaluate a leadership development program which specifically addresses the needs of pre-leadership academic staff.

INVESTIGATORS
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METHOD AND DEMANDS ON PARTICIPANTS
The 12-month PROPEL Program will be conducted at the University of Wollongong commencing 27 August 2010 with fifteen participants selected from UOW and other Australian universities. Participants have been requested to complete a self-assessment questionnaire and a 360 degree feedback instrument at the start and end of the Program to measure improvements in leadership abilities. You have been nominated by a PROPEL participant to be a respondent in their 360 degree feedback process. This will involve you completing an online questionnaire (approximately 25 minutes duration) in September 2010 and repeating the same questionnaire, if available, 12 months later. The questionnaire will ask for your opinion of the participant’s leadership skills and abilities across a number of areas.

POSSIBLE RISKS, INCONVENIENCES AND DISCOMFORTS
Apart from the 25 minutes of your time, we can foresee no risks to you from participating in this feedback process. Your participation is voluntary and you may withdraw your participation, including any responses you have provided, at any time up to the completion of feedback reports on 20th September. Should you decide not to participate in this feedback process your decision will not influence your relationship with the PROPEL project and/or the project leaders.

Your name will not be linked to your responses, however your responses will be potentially identifiable by the participant as the minimum number of respondents per participant is two supervisors, two peers and two reports. If you are not comfortable with this, please do not consent to take part in the feedback process. We will advise the participant to nominate an alternative respondent.

The responses you provide will be confidential and will be known only to the project manager and the participant. Information collected will not be provided to any other party or used for any other purpose. Only aggregated and de-identified data will be included in any published reports on this project.

FUNDING AND BENEFITS OF THE RESEARCH
The PROPEL project is funded by an Australian Learning and Teaching Council (ALTC) institutional leadership grant. This pilot Program will provide a basis for development of the PROPEL Leadership Program Resource Kit to be disseminated to universities nationally. Findings from the project will be published in a report to ALTC and possibly published in journals/conference papers.

ETHICS REVIEW AND COMPLAINTS
This study has been reviewed by the Human Research Ethics Committee (Social Science, Humanities and Behavioural Science) of the University of Wollongong. If you have any concerns or complaints regarding the way this research has been conducted, you can contact the UOW Ethics Officer on (02) 4221 4457.

Thank you for your interest in this project.